



DEPARTMENT OF THE NAVY

OFFICE OF THE COMPTROLLER

WASHINGTON, D. C. 20350

CH-1 of 13 Sep 89 incorp.

IN REPLY REFER TO

NAVCOMPTINST 1133.1A

NCB-222

13 JUN 1968

NAVCOMPT INSTRUCTION 1133.1A

From: Comptroller of the Navy
To: Commandant of the Marine Corps
Chief of Naval Personnel

Subj: Reenlistment Rate Reports

Ref: (a) DODINST 1312.1 of 24 June 1964, Subj: DOD Enlisted and Officer Occupational Conversion Tables

- Encl: (1) Format I - Monthly Reenlistment Rate Report
(2) Format II - Semiannual Report on Reenlistment Rates by DOD Occupational Group
(3) Format III - Semiannual Report on Unadjusted Reenlistment Rates by Pay Grade
(4) Format IV - Annual Report on Separates not Eligible to Reenlist by Reason not Eligible
(5) Format V - Annual Report on Total Separations by Type of Separation

1. Purpose. Revised Instruction provides for monthly, semiannual and annual reports on enlisted personnel separations, reenlistments and reenlistment rates. This revision provides for reporting extensions of enlistments for which reenlistment bonuses are paid. These data are required for personnel planning and program review; analysis of the career attractiveness of military service; releases to the press, Congressional committees and other interested agencies; and implementation of DODINST 1304.3 of 29 July 1964, as revised by CH-1 of 8 May 1968, subj: Reenlistment Rate Reports.

2. Cancellation. NAVCOMPT Instruction 1133.1 of 2 Sep 1964, same subject and Report Control Symbol DD-M(M)621 are canceled.

3. Policy

a. All requests originating outside of the Department of the Navy for data concerning reenlistment rates will be answered by reference to the reenlistment rates provided under this Instruction. The rates established by this Instruction shall also be normally used in military personnel programs and related submissions to the Office of the Secretary of Defense (OSD) and outside agencies.

b. The "Unadjusted Reenlistment Rate" and "Adjusted Reenlistment Rate" as herein defined will be clearly specified in quotation of rates. When released outside Navy, it is desirable that the rates be defined.

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c. This Instruction does not preclude the use of different methods of computing reenlistment rates or factors within the Department of the Navy, as deemed necessary for internal administrative or planning purposes, provided that such variant rates are clearly identified as for internal Navy use only.

4. Definitions. The following definitions are established for use in reports prescribed under this Instruction and for release of reenlistment rates outside the Department of Defense.

a. First Term Regular. Individual serving on an initial term of service in the regular component of a service, including those with prior active service in a nonregular component of the same service (e.g., as a reservist or inductee). An individual serving on an initial term of service in the regular component of a service who has less than 24 months of prior active duty with another service also will be considered a first term regular. In the event that available statistical records do not permit a direct classification of "first term regular" in accordance with the preceding definition, enlisted personnel may be so classified if they have completed four years or less of service for pay purposes.

b. Career Regular. Individual serving on active duty in the regular component for a second or subsequent term of service or on an extended tour for which a reenlistment bonus was paid. An individual serving on an initial term of service in the regular component of a service with at least 24 months of prior active duty with another service will be considered a career regular. If the number of such individuals is not significant, they may be classified as first term regulars. An alternative criterion, for the purpose of this report, shall be the completion of more than four years of active service for pay purposes.

c. Inductee. Individual inducted into service as a result of call placed with the Selective Service System. (Reports are not required for the limited numbers of inductions for unsatisfactory reserve participation, etc.)

d. Term of Service. The period of active military service to be served under enlistment contract or term of induction by an enlistee or inductee, respectively.

e. Date of Expiration of Term of Service (ETS). Date of completion of term of service as enlistee or inductee. For purposes of this report, personnel actions occurring within three calendar months prior to ETS may be considered as "at ETS." Individuals on indefinite terms of enlistment who resign and reenlist immediately shall be considered as "ETS" reenlistments.

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f. Total Separations. Enlisted losses from active forces strength for all causes, without regard to reenlistment eligibility or subsequent reenlistment action. Separations include, but are not necessarily limited to: deaths, retirements, discharges (medical, expiration of enlistments, disciplinary, unsuitable, inept, etc.), dropped from rolls, transfers (out of enlisted status, between components of same service, to another service), release to inactive duty in reserves, discharge prior to expiration of term of service, and end of involuntary retention on active duty.

g. Separations, Eligible to Reenlist. Separations of individuals who, under current service policies, are eligible (or available) for reenlistment in the regular components.

h. Early Discharge Separatees. Separatees eligible to reenlist who were released before expiration of their term of service under provisions of early release programs. Excludes persons given early discharges for the purpose of immediate reenlistment, and early discharges of overseas returnees, etc., with less than three months of retainability until ETS.

i. Reenlistment. Entry into active duty in the regular component of individuals with prior military service, either as regulars or as inductees of the same service either immediately or within 90 days after separation from a prior tour of active duty. An extension of a tour of duty for a period of time sufficient to qualify an individual for a reenlistment bonus shall be counted as a reenlistment. An individual serving on an extended tour of this type shall be considered a careerist. Such an extension shall not be counted as a reenlistment until an individual fulfills his original enlistment contract and enters on the extended tour. Excluded from reenlistments are extensions for periods of time which are not sufficient to qualify an individual for a reenlistment bonus, enlistments in or from the Reserves or National Guard, enlistments in a Service of individuals with prior service only in another service, and reenlistments of individuals more than 90 days after date of separation.

j. Unadjusted Reenlistment Rate. Ratio of total reenlistments occurring in a given period to total separations, eligible to reenlist, occurring in the same period. This ratio is expressed as a percentage (i.e., multiplied by 100), for convenience in presentation. The Unadjusted Reenlistment Rate is most appropriately used for short-range personnel plans, for current analysis of personnel procurement operations and for other purposes where a direct relation with current personnel strengths and personnel actions is required.

k. Early Separations for Reenlistment. Separations prior to expiration of term of service for purpose of immediate reenlistment, as provided under service regulations.

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1. Adjusted Reenlistment Rate. A modified reenlistment rate designed to measure the net reenlistment yield from a group of separatees who would normally complete a term of service in a given period. Unadjusted rate adjusted to exclude effects of: (1) early separations for immediate reenlistment, (2) other early discharges of eligibles (i.e., eligible to reenlist under current service policies but separated more than three months before ETS under early release programs for strength control purposes), and (3) the effect of mass involuntary retention on active duty beyond original ETS date (such as under Joint Resolution, PL 87-117 of 1 August 1961). The Adjusted Reenlistment Rate is computed as outlined in Item 17 Format I (enclosure (1)).

m. DOD Occupational Group. Two-digit occupational groups as listed in reference (a).

n. Ineligible to Reenlist - Discharge for Cause. The Discharge for Cause category listed on Format IV (enclosure (4)) covers the wide range of discharges required under service regulations, varying from punitive and undesirable discharges, through unsuitability and inaptitude, to illegal enlistments, minority, marriage, etc.

o. Interservice and Intraservice Transfer. Separations from enlisted status to enter officer candidate training programs, enter duty as an officer, etc., either in the same service or another service.

5. Record Keeping

a. Reenlistment record keeping requirements under this Instruction should permit computation of the Adjusted Reenlistment Rates required on monthly reports on Format I. Similar adjustment data (i.e., as required for items 13 and 14 on Format I) by 2-digit occupational groups will be developed historically to the extent feasible from existing machine records, and will be maintained current for future periods, to permit reporting of Adjusted Reenlistment Rates by occupational group on Format II. This procedure began the first six months of Fiscal Year 1966. In addition, should there be occasion in the future for involuntary extensions of tours of active duty, necessary records will be developed to provide adjustments (as indicated in items 15 and 16 for Format I) and for the 2-digit occupational groups reported in Format II (enclosure (2)).

b. In the event that the trends in the adjusted reenlistment rates are significantly distorted by unusual personnel situations, not provided for in the Instruction, action may be initiated by the addressee concerned or by the Directorate for Statistical Services, acting for Office of the Assistant Secretary of Defense (Manpower), to effect a memorandum revision in reporting of the adjusted rates, in order to more accurately reflect the longer-range reenlistment trend. Such revisions shall only be made if concurred in by both the service concerned and by OSD, and shall be clearly annotated in any published rates.

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6. Reporting Requirements. Each addressee will submit six copies of the monthly, semiannual and annual reports required - Format I, II, III, IV and V attached - within 48 days after the end of the period reported, to the Office of the Comptroller of the Navy as prescribed below:

a. Format I. Monthly reports providing "Unadjusted" and "Adjusted" reenlistment rate data by personnel category beginning with report for the month ending 31 March 1968. Beginning March 31, 1968, and continuing every third month thereafter, each Service shall also submit Format I accumulated for the preceding three-month period, for each of three racial categories: Caucasian, Negro, and other than Caucasian or Negro. If all data elements required for these additional submissions are not immediately available, modified reports may be submitted until the beginning of Fiscal Year 1969.

b. Format II. Semiannual report providing cumulative data for first six months and total fiscal year with detail by DOD Occupational Group, beginning with the report for the period ending 30 June 1968. Separate reports are required for "First Term Regulars," "Career Regulars," and "Inductees" where applicable. Adjusted reenlistment rate data will first be required on reports for the period ending 30 June 1968. In addition, for the semiannual periods ending 30 June 1968 and 31 December 1968, each addressee will submit unadjusted reenlistment rates for first term regulars, career regulars, and inductees classified by the DOD occupation groups.

c. Format III. Semiannual report providing reenlistment rate data by personnel category and pay grade.

d. Formats IV and V. For Format IV, annual reports of ineligibles by personnel category and reason for ineligibility, beginning with a report for fiscal year 1968. For Format V, annual report providing the total number of separations by type of separation, beginning with a report for fiscal year 1968.

7. Report Control Symbols. The reporting requirements prescribed in this Instruction have been assigned Report Control Symbols:

DD-M(M)850(1133) - Format I

DD-M(SA)622(1133) - Formats II and III

DD-M(A)623(1133) - Formats IV and V

*Extend the reporting requirements contained
in this directive until 31 September 1992.*



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Deputy

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(See next page)

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FORMAT I - REENLISTMENT RATE REPORT

*

* Service _____

Report for _____

Report Preparation Date _____ *

| | (Period Covered) | | | | Cumulative for FY to Date | | | |
|--|------------------|------------|--------|------------|---------------------------|------------|--------|------------|
| | Reported Period | | | INDUC-TEES | REGULARS | | | INDUC-TEES |
| | Total | First Term | Career | | Total | First Term | Career | |
| 1. Separation actions during month (2+3) | | | | | | | | |
| 2. Not eligible to reenlist | | | | | | | | |
| * 3. Eligible to reenlist (4+5+5a) | | | | | | | | * |
| 4. Early discharge separatees | | | | | | | | |
| 5. Other separatees | | | | | | | | |
| * 5a. Extensions for which reenlistment bonuses are paid | | | | | | | | * |
| * 6. Reenlistment Actions during month (7+11) | | | | | | | | * |
| 7. Immediate reenlistments (8+9+10) | | | | | | | | |
| 8. At expiration of term of service - ETS | | | | | | | | |
| 9. Prior to exp. term of service - PETS | | | | | | | | |
| 10. Extensions for which reenlistment bonuses are paid | | | | | | | | |
| 11. Reenlistment in 2-90 days after separation | | | | | | | | |
| 12. UNADJUSTED REENLISTMENT RATE (6) ÷ (3+10) | | | | | | | | |
| 13. Cumulative early separations to reenlist in prior months, original ETS current month | | | | | | | | |
| 14. Cumulative early discharges of eligibles in prior months (Excluding early separations to reenlist), original ETS current month | | | | | | | | |
| 15. Involuntary extensions of tours of eligibles with original ETS in current month* | | | | | | | | |
| 16. Separations in current month of involuntary extendees, original ETS in prior months* | | | | | | | | |
| 17. ADJUSTED REENLISTMENT RATE: Numerator: (8+10+11+13) Denominator: (5-9+10+13+14+15-16) Adjusted Reenlistment Rate | | | | | | | | |

* Items 15 and 16 need not be listed on report except during period when involuntary extensions are in effect.

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ENCLOSURE (1)

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FORMAT II

SEMI-ANNUAL REPORT ON REENLISTMENT RATES BY DOD OCCUPATIONAL GROUP

Service

Report for 6-Months or FY Ending

Category

Report Preparation Date

| DoD Code and Occupational Group | Unadjusted Rate | | | | Adjusted Rate | | |
|---|---------------------------|-----------------------|-------------------------|-----------|-----------------------|-------------------------|-----------|
| | Total Separ- ations | Elig. to Reenl. | Reen- list- ments | Rate % | Elig. to Reenl. | Reen- list- ments | Rate % |
| TOTAL | | | | | | | |
| 0 <u>Infantry, Gun Crews and Allied Specialists</u> | | | | | | | |
| 01 <u>Infantry</u> | | | | | | | |
| 02 <u>Armor and Amphibious</u> | | | | | | | |
| 03 <u>Combat Engineering</u> | | | | | | | |
| 04 <u>Artillery, Gunnery and Rockets</u> | | | | | | | |
| 05 <u>Combat Air Crew</u> | | | | | | | |
| 1 <u>Electronic Equipment Repairmen</u> | | | | | | | |
| etcetera | | | | | | | |
| X <u>Unclassified</u> | | | | | | | |

Column totals will agree with cumulative totals on Format I for comparable dates.

ENCLOSURE (2)

FORMAT III

SEMI-ANNUAL REPORT ON UNADJUSTED REENLISTMENT RATES BY PAY GRADE

Service _____ Report for 6 Month Period Ending _____ Report Preparation Date _____

| | Total | Pay Grade | | | | | | | | |
|---------------------------------|-------|-----------|-----|-----|-----|-----|-----|-----|-----|-----|
| | | E-9 | E-8 | E-7 | E-6 | E-5 | E-4 | E-3 | E-2 | E-1 |
| TOTAL REGULARS: | | | | | | | | | | |
| Separatees eligible to reenlist | | | | | | | | | | |
| Reenlistments | | | | | | | | | | |
| Reenlistment Rate | | | | | | | | | | |
| First Term Regulars | | | | | | | | | | |
| Separatees eligible to reenlist | | | | | | | | | | |
| Reenlistments | | | | | | | | | | |
| Reenlistment Rate | | | | | | | | | | |
| Career Regulars | | | | | | | | | | |
| Separatees eligible to reenlist | | | | | | | | | | |
| Reenlistments | | | | | | | | | | |
| Reenlistment Rate | | | | | | | | | | |
| INDUCTEES: | | | | | | | | | | |
| Separatees eligible to reenlist | | | | | | | | | | |
| Reenlistments | | | | | | | | | | |
| Reenlistment Rate | | | | | | | | | | |

Total column entries will agree with fiscal year cumulative totals reported on Format I.

ENCLOSURE (3)

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FORMAT IV

ANNUAL REPORT ON SEPARATEES NOT ELIGIBLE TO REENLIST BY REASON NOT ELIGIBLE

Service _____ Report for FY _____ Report Preparation Date _____

| Reason not Eligible | REGULARS | | | INDUC- TEES |
|---|----------|---------------|--------|----------------|
| | Total | First Term | Career | |
| 1. TOTAL SEPARATEES (2 + 3) | | | | |
| 2. Eligible to Reenlist | | | | |
| 3. Not Eligible to Reenlist (Sum 4 - 13) | | | | |
| 4. Death | | | | |
| 5. Retirement, Including Transfer to Fleet Reserve | | | | |
| 6. Disability, other than retirement | | | | |
| 7. Desertion or Dropped from Rolls | | | | |
| 8. Discharge for Cause | | | | |
| 9. Hardship, Dependency, Own Convenience | | | | |
| 10. Intra-service and inter-service Transfers | | | | |
| 11. Early Release - Ineligibles | | | | |
| 12. Ineligible at Expiration of Term of Service | | | | |
| 13. Undetermined | | | | |

Entries in Items 1, 2 and 3, will agree with cumulative totals for fiscal year as reported in Items 1, 3 and 2 on Format I, respectively.

ENCLOSURE (4)

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FORMAT V

ANNUAL REPORT ON TOTAL SEPARATIONS BY TYPE OF SEPARATION*

| | | |
|--------------------------------------|---------------------|-------------------------------|
| Service _____ | Report for FY _____ | Report Preparation Date _____ |
| Type of Separation | | |
| Total | | |
| Honorable | | |
| General (Under Honorable Conditions) | | |
| Undesirable | | |
| Bad Conduct | | |
| Dishonorable | | |

*Total of all enlisted separations, i.e., Regular, Reserve, Inductee.

ENCLOSURE (5)